

## HOW TO PARTICIPATE IN A WEBINAR

A Webinar is an interactive live presentation hosted from the Internet. It has both an audio **and** a visual (Web) component to participate. You will need to access the webinar from your computer (visual) and your phone (audio) by following the instructions below.

**To RVSP for a webinar, go to [Webinar Schedule](#) and click on the date/time you wish to attend. Log in 3-5 minutes before the Webinar is scheduled to start.**

**You will need both steps 1 and 2 below to view and hear the presentation:**

### 1. For the Audio portion of the presentation:

- ☐ Dial 1-800-851-3758
- ☐ Enter 7-digit access code: 8303133#
- ☐ You will be placed on music hold until the Chairperson starts the conference.
- ☐ Put your phone on "mute" if possible. Other attendees will be able to hear you if not.
- ☐ Do not put your phone on Hold once the Webinar begins.

### 2. For the Web portion of the presentation:

- ☐ Click on the link in your invitation or go to [Webinar Schedule](#) and click appropriate RSVP.
- ☐ Enter your participant registration information.
- ☐ You will view a "Lobby screen" until the Chairperson starts the Webinar.
- ☐ Look for the **Chat** box. You might want to use it to send the presenter a message.

### **FOR STATE EMPLOYEES ONLY:**

**After You Log In – Sign In (Required during work hours, optional if not)**

If you are taking administrative leave to participate in a webinar, you need to "sign in." Use the Chat function to send the Speaker a note that includes (1) your name, (2) your department and work unit, and (3) the city or facility in which you work. That allows us to confirm your attendance should we be asked.

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### **To Test your browser prior to the Webinar.**

➡ To test your browser and network connections for compatibility prior to the conference, go to <http://www.callinfo.com/test.html>

### **Toll-Free Tech Support for the Web Portion**

If you have trouble automatically logging in using the link above, please do the following:

- Go to <https://www.callinfo.com/prt?host=gcc>
- Enter Ready-Access phone number: 800-851-3758
- Enter 7-digit access code: 8303133#
- Do not enter spaces or dashes in the number.

If you have problems joining the conference or need technical assistance, please contact Global Crossing Customer Care at **888-447-1119** or

- Click this link: [http://www.globalcrossing.com/xml/eservice/conferencing/conf\\_support.xml](http://www.globalcrossing.com/xml/eservice/conferencing/conf_support.xml)
- Go to the upper left corner of the page
- Click on "Contact Us"
- Then look under "Conferencing Customers" for links